

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **FACILITY MANAGER**

DEPARTMENT: **PROPERTY AND ENVIRONMENTAL MANAGEMENT**

BASIC FUNCTION/DISTINGUISHING CHARACTERICS:

Under general direction, to manage, operate, plan, organize, direct and coordinate the activities of the Carlsbad Safety Training Center in accordance with City policy. Responsibilities include developing a business model, resource identification, planning, marketing, training activities, and business strategies. Attract and retain customers in first responder agencies and organizations.

KEY RESPONSIBILITIES:

Develop and execute a business plan that involves the development of facility pricing, marketing and rental of the facility and its various training components;

Schedule and coordinate the use of the training center facility/equipment and classes for City of Carlsbad staff and external users;

Serve as the CSTC liaison with the City's first responder work units within the Police, Fire, Utilities and Transportation Departments and all key facility stakeholders;

Manage and coordinate day to day operations and maintenance of facility including: maintenance, security, parking, custodial services, multimedia and specialized equipment, classroom set ups, purchasing, and contracts;

Manage rental agreements, insurance requirements, liability matters, and invoicing requirements of users;

Develop, monitor and manage the facility's budget including revenue and expenses; account for the facility usage at the individual component level for both internal and external users;

Establish and implement an effective marketing plan; oversee the preparation and maintain the marketing information including the facility's web page;

Ensure that facility is being operated and used in a safe and responsible manner at all times;

Collaborate with internal users to resolve facility maintenance and operational issues;

Supervise and/or oversee any contracted staff and/or service providers as required; and

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, practices, procedures, techniques, laws and regulations pertaining to full operations of a business unit;

Relevant codes, policies and procedures pertaining to municipal planning, building, and finance;

Organizational and management principles and practices;

Computer software spreadsheet and word processing applications;

Effective public and business relations techniques.

Ability to:

Plan, develop, manage, coordinate and promote a business development plan;

Interpret, apply and explain applicable laws, codes, policies, and regulations;

Develop policies procedures and where appropriate, identify, recommend and implement policy and procedure changes;

Work in a safety training center environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations;

Instruct others in the proper, safe and efficient use of materials, tools, equipment and chemicals;

Coordinate activities with other City departments, divisions and outside agencies;

Work confidentially with discretion;

Communicate effectively both orally and in writing; present ideas and concepts persuasively in speaking and clearly for written publication; and

Establish and maintain effective relationships with City officials, employees, representatives from other agencies, the public, and those contacted in the performance of responsibilities;

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of a bachelors degree from an accredited college or university in the field of business administration and management or a closely related field; and a minimum of (5) years of increasingly responsible experience in a related field. Experience in running a small business and familiarity with law enforcement or a related field is highly desirable.

SPECIAL REQUIREMENTS:

Must be able to drive and maintain a California Class C Driver's license or ability to arrange transportation for fieldwork or visits to other facilities when necessary.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

Incumbent is regularly required to sit; talk or hear, in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Incumbent is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments;

Incumbent is regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under strict deadlines; and interact with others encountered in the course of work.

Incumbent must be able to climb ladders, with sufficient strength and stamina to lift, carry and manipulate objects weighing up to 50 pounds and heavier equipment with the aide of lift equipment;

Must be willing to work in confined places, work with exposure to potentially hazardous materials, and work at heights up to 30 feet.

DATE APPROVED: 6/26/2012

This is an at-will management classification.